

**CA-PMM****Project Name:** Real ID - Web Site Infrastructure**OCIO Project #:** #2740-184**Department:** Motor Vehicles**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


**CA-PMM****Project Name:** Real ID - Web Site Infrastructure**OCIO Project #:** #2740-184**Department:** Motor Vehicles**Reporting Period:** From: 10/1/09 To: 10/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Previous slippages have not been mitigated	Late Implementation - Currently predicted to be over 10%	Mitigate schedule delays through critical path analysis and test strategy modification
2. Were any key milestones or deliverables rescheduled?	Yes	Scope for EDM too broad.	EDM tasks not being started or completed.	Probable change in EDM requirement, which may require a contract amendment.
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	No	N/A	N/A	N/A
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Scope for Enterprise Data Modeling (EDM) too broad.	EDM tasks not being started or completed.	Probable change in EDM requirement, which will require a contract amendment after a new Vendor acquires the contract.
8. Are there any new major issues?	No	N/A	N/A	N/A

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## Project Manager to Sponsor

9. Are there any staffing problems?	Yes	Key Vendor resources continue to leave the project.	Tasks not be started or completed.	The WSI contractor is required to provide sufficient resources to execute its provisions.
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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delayed implementation	Mitigate schedule delays through critical path analysis and test strategy modification.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	EDM tasks not being started or completed	Probable change in EDM requirement after a new Vendor acquires the contract.
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	Yes	Probable change in EDM requirement.	Probable change in EDM requirement, which will require a contract amendment after a new Vendor acquires the contract.
5. Are there any tasks not originally estimated that will need to be added?	No	N/A	N/A
6. Are there any tasks or milestones that should be removed from the plan?	Yes	If the EDM tasks are not removed the project will extend beyond the SPR target go live date.	Contract Amendment.
7. Are there any scheduled tasks whose start will likely be delayed?	No	N/A	N/A

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8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	Yes	Further Schedule Delays	Require vendor to staff project adequately, and continue research for acquiring a new Vendor.

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### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Use Cases for e-forms – DMV accepted the E-forms use cases on Tuesday, Oct 6th. These use cases consist of Customer Submission, E-forms Processing, Electronic Signature and Creation and Publishing of an E-form.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Design	1/19/09	12/30/09	Delayed	EDM Tasks. Probable Change to EDM Requirements. Training and Testing Design tasks to be completed in November 09. Not expected to impact project schedule any further.	
Develop (Build)	3/5/09	5/27/10	Delayed	Post-Bankruptcy re-organization for Bearing Point is just beginning to solidify. Transience in staff remains a problem.	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	Possible crash of testing phase.
Milestones			X	Vendor needs to provide realistic milestone dates in the schedule.
Deliverables			X	Deliverables are tied to schedule activities.
Resources			X	Assessing impact of recent vendor resource additions.
Onetime Cost	X			NA
Continuing Cost	NA			Not yet begun.



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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Design	1/19/09	12/30/09	Delayed	EDM Tasks. Probable Change to EDM Requirements. Training and Testing Design tasks to be completed in November 09. Not expected to impact project schedule any further.	
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### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

\* *Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis*

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	1	Internal customer buy-in is high, but external customer buy-in has not been assessed.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	New solution utilizes industry standard products and best practices and will establish a framework that DMV can expand in future.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2	Critical path determines go live date. The Go Live date is greater than 10%
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	As this is a fixed price contract, cost-to-date vs. estimated are not tracked in that manner. Cost are tracked and measured with each deliverable against the total budgeted amount.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	Risks are monitored, tracked and updated weekly. At this point no high probability / high impact risks have been identified.
	4 to 6	1		
	>6	2		

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6. Unresolved Issues (on time resolution)	On time	0	2	DMV has identified several issues that have yet to be resolved with BE. Resolution to issues are being hampered due to the uncertainty of the bankruptcy.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Sponsors are fully engaged and are actively participating. Communications with project managers occurs daily .
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0	The project will provide an infrastructure to rapidly deploy additional services to DMV customers which is in alignment with Strategic Plan.
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	The project will provide an infrastructure to rapidly deploy additional services to DMV customers and will reduce the need for customers to conduct business in a field office.
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	2	Vendor declared Chapter 11 bankruptcy.
	Medium	1		
	Weak	2		
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	As a result of the bankruptcy, vendor resources were constrained which caused milestones to be missed.
	80-90% on time	1		
	<80% on time	2		
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Vendor resource constraints. Covered in weekly schedule management meetings.
	80-90% on time	1		
	<80% on time	2		
13. Actual vs. Planned Resources	>90% assigned and available	0	1	Vendor has augmented the resources for the project. Pending a new Vendor purchasing the contract, Staff issues will remain a risk.
	80-90% assigned and available	1		
	<80% assigned and available	2		
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	No overtime approved for WSI
	15-25%	1		
	>25%	2		
15. Team Effectiveness	Highly Effective	0	0	With the uncertainty caused by the bankruptcy, the DMV and BE teams are working collaboratively as best they can.
	Moderately Effective	1		
	Ineffective	2		
<b>Total</b>			<b>12</b>	<b>Y</b>

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

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### Vendor Viability Rating Rationale

DMV and BearingPoint have been in discussions with a vendor interested in the WSI project. Discussions with the interested vendor should be completed by mid November. The interested vendor sent a letter of intent to BearingPoint on October, 13, 2009, and then an asset purchase agreement will follow from BearingPoint to the new vendor. The interested vendor has expressed to DMV that by mid November this process will be completed. Despite the bankruptcy BearingPoint and the Project team continue to work on project tasks and are making progress.